



Bylaws of the Harbor Committee of the Town of Rockport, Maine

Section 1. Purpose and Scope

The Harbor Committee of the Town of Rockport is to act in an advisory capacity to the Harbormaster and to make recommendations to the Select Board regarding Harbor related matters. In any, and all other duties as The Harbor Committee will act as directed by the Rockport Coastal Waters and Harbor Ordinances. The purpose of these bylaws is to establish reasonable rules of procedures for committee meetings and to promote the fair, orderly and efficient conduct of the committee's proceedings and affairs.

Section 2. Membership

The Committee shall consist of five members and may add up to 3 alternate members. A member of the committee shall serve for a term of three years and may be reappointed by the Select Board. If a member fails, without being excused by the Chair, to attend three consecutive meetings, the Chair will notify the Town Manager of a vacancy on the committee. Three members need to be present to form a quorum.

Section 3. Officers; Duties

Officers of the committee shall consist of a Chair, and Vice-Chair to be chosen at the organizational meeting in July of each year by and from among committee members. The Chair shall preside at all meetings; however, in the absence of the Chair the Vice-Chair shall serve. A Secretary shall maintain a permanent record of all committee meetings minutes and all correspondence of the committee, shall be recorded and publicly available. The Harbormaster and Chair shall set the agenda and present the agenda to the committee and town clerk prior to the meeting.

Section 4. Meetings

Meetings shall be held each month or as otherwise necessary. Meetings may be called at the discretion of the Harbormaster, Town Manager or Chair, or upon the request of a majority of the committee, provided, however, that proper notice thereof shall be given to each member.

Such meetings may be held in person or if allowed by state law or town policy, via electronic conference call or similar means if for some reason it is impractical for the Committee to meet in person.

Section 5. Participation, Voting and Decisions

Any action of the Committee shall require the affirmative vote of a majority of its membership. No member may participate or vote in any matter in which the member has a conflict of interest or other disqualification as defined by law. Any question of whether a member has such a conflict of interest or other disqualification shall be decided by majority vote of the remaining members. All final decisions shall be in writing and shall become a part of the committee's permanent record.

Section 6. Conflict with Laws

Any conflict or inconsistency between these bylaws and any applicable law shall be resolved in favor of the law.

Section 7. Waivers; Amendments

These bylaws, or any provision thereof, may be waived but only if they remain consistent with applicable law. These bylaws may be amended at any time in writing by majority vote of the Committee after notice on the proposed amendment but shall not be effective until approved by the Select Board.

Reviewed and Approved by the Harbor Committee on May 29, 2001

Approved by the Select Board on June 11, 2001

Reviewed and Approved by the Harbor Committee on August 23, 2018

Approved by the Select Board on October 23, 2018

Reviewed and Approved by the Harbor Committee on July 15, 2020

Approved by the Select Board on July 27, 2020

Reviewed and Approved by the Harbor Committee on October 20, 2021

Approved by the Select Board on November 1, 2021